

# Statewide Catastrophic Incident Planning Team (SCRIPT)

18 April 2016, 1000–1530, at Camp Murray in Building 20 (EMD)

## MEETING SUMMARY

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### Attendees

- Dan Banks (Chair), EMD
- Chris Barnes, Region 9
- Paige Beck, WSDA  
(via conference line)
- Jason Biermann (Vice-Chair), Region 1  
(via conference line)
- Kent Catlin, Region 8
- Mike Dingle, Region 7
- Jim Hutchinson, EMD
- Todd Kilpatrick, EMD
- Denise Mack, Region 6
- Ernie Schnabler, Region 4
- John Ufford, EMD

### I. Purpose of SCRIPT

- a. The purpose of the SCRIPT is to facilitate collaborative engagement between state, tribal, and local governments, together with the communities they serve, to plan, prepare for, respond to, and recover from catastrophic incidents. The SCRIPT serves in an advisory capacity to state agencies, tribal nations, and local jurisdictions in Washington and may review and propose policies and plans in support of integrated statewide catastrophic incident planning.

### II. Current Membership

- a. Impacts to SCRIPT membership include retirements, pursuit of new opportunities, re-organizations/staff changes, and competing priorities. The priority of the SCRIPT Chair and assigned support staff is to fill vacancies by the next SCRIPT meeting. Due to competing priorities within the Homeland Security (HLS) Region coordinating agencies, the SCRIPT Chair, with the approval of an HLS Coordinator, is approaching emergency managers from other jurisdictions in a given region to represent said region on the SCRIPT. Additionally, an ongoing goal for SCRIPT membership is greater representation from tribal nations and private sector/non-governmental organizations in Washington State.

### III. Status of Work Plan

- a. Item 1 – Complete with revisions (see attached).
- b. Item 2 – Complete with revisions (see attached) requires approval.
- c. Item 3 – Update to 2016–2017 (see attached).
- d. Item 4 – Complete, will be reviewed at next SCRIPT meeting and post-Cascadia Rising.
- e. Item 5 – Jim Hutchinson is interim lead.
- f. Item 6 – Essentially a 'Guided Tour of RCPT Website,' Jason Biermann is lead. Expected completion is 2017.
- g. Item 7 – Removed and combined with Item 3.

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- h. Item 8 – Tristan Allen (new Private Sector Program Manager at EMD) is lead.
- i. Item 9 [NEW!] – Develop outreach strategy [to emergency management community and stakeholders]. This includes a website for the SCRIPT to post products. Todd Kilpatrick is lead. Goal is 2016, after Cascadia Rising Exercise.
- j. Item 10 [NEW!] – Develop a Delegation of Authority Template for local jurisdiction use. Dan Banks is lead. Completion is TBD.

### IV. Scope of Framework

- a. Tabled until the fourth quarter CY 2016 meeting (SCRIPT Framework Workshop).

### V. Moving Forward

- a. The intent of the SCRIPT is to meet once every quarter of a calendar year (CY), with meeting venues rotating between Ellensburg and Camp Murray.
- b. The SCRIPT Chair and Vice-Chair aim to present SCRIPT updates at the 2016 WSEMA Conference in Spokane.
- c. The fourth quarter CY 2016 meeting will be a multi-day workshop devoted to completing the SCRIPT Framework.

### VI. Upcoming Events and Action Items

- a. NEXT MEETING: 26 July 2016 at the Central Washington University campus in Ellensburg, WA (third quarter CY 2016 meeting).
- b. Future Meeting/Workshop: October, location TBD (fourth quarter CY 2016 meeting).
- c. **ACTION ITEM – All:** Identify primary and alternate team members for each Homeland Security (HLS) Region, provide to Todd Kilpatrick by 19 July.
- d. **ACTION ITEM – Eastern Washington HLS Regions:** Invite potential tribal team members to next SCRIPT meeting (26 July)
- e. **ACTION ITEM – All:** Review and provide feedback (yes/no) on select attachments by 19 July.

### VII. Attachments

- a. SCRIPT Charter 06-17-16
- b. WA Statewide Catastrophic Definition 04-18-16
- c. SCRIPT 2016–2017 Work Plan 04-18-16